



UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL

HEADQUARTERS
GROUP FIVE
122 JENJO DRIVE, BELLEFONTE PA, 16823

4 MARCH 2009

MEMORANDUM FOR: ALL GROUP 5 MEMBERS

FROM: GROUP 5/CC

SUBJECT: MISSION QUALIFICATION SUBMISSION / APPROVAL PROCEDURE

The following steps outline the procedure for submitting Operation Qualifications into eServices and validation process. All unit and group level personnel submitting qualifications for approval should follow this procedure.

*NOTE: Unit commanders must have their tasks validated by an assigned **deputy commander** in eServices. Commanders may not validate their own tasks. Due to limitations of the current system, the unit ESO may not see unit commander tasks awaiting validation.*

Distribute this procedure and flow-chart to you unit members.

//signed//
ROY A LONG, MAJ, CAP
COMMANDER, GROUP 5

cc:
Unit Commanders
Group ESO

2 Attach – Submission Steps, Flow chart

Group 5 SQTR Submission Procedures

Step 1: The individual member completes their SQTR and obtains the required signatures from the unit commander AND the appropriate mission staff. Participation in two actual or training missions is required.

DO NOT USE the eServices generated SQTR. It is for REFERENCE ONLY. You must use the real form with the signature block located here: <https://ntc.cap.af.mil/es/sqtrs/sqtrs.cfm>

Step 2: Enter your tasks into eServices and email a scanned copy of the SQTR to the Group ESO.

Step 3: The unit commander or ESO will validate the tasks. Validation at the unit level is REQUIRED before the Group ESO will see the tasks in the Group submission queue. The unit files the members completed SQTR in the members CAPF 114 file.

Step 4: The Group ESO compares the the submitted SQTR against the eServices submissions and checks for proper completion, mission requirements, and trainer qualifications. If the training has been completed properly and signed off by a qualified trainer using a valid mission number, the tasks are approved and forwarded to Wing along with copies of the SQTR. If the submission fails validation, the SQTR's are returned to the member and validation is declined.

Step 5: Wing validates the submitted tasks and approves.

Step 6: Qualifications appear on the members 101 card.

Group 5 SQTR Submission Process

